Department of Defense
Human Resources Management

HRM Community of Interest (COI) Meeting
Session: 02-08

March 25, 2008

- Welcome / Introductions
- HRM COI Working Group Updates
- Information Assurance Workforce Management
- DIMHRS Business Operations
- DPRIS and Military Human Resource Records Management
- Open Discussion / Next Steps

Department of Defense
Human Resources Management

Working Group Status Slides

Military Personnel Records Management Working Group (MPRMWG) Status

▶ Status

- Developed a draft DoD Directive and Instruction (DoDD and DoDI) governing the military human resources records life cycle management at multiple meetings held November 2007 through January 2008
  - Staffed the draft DoDD and DoDI for review throughout Personnel & Readiness
  - Awaiting comments from MC&FP

- Worked with Services to address concerns raised by the Defense Privacy Board to the National Personnel Records Center (NPRC), St. Louis Director related to veterans being provided redacted copies of their military records. Achieved consensus supporting the DoD stand that NPRC, St. Louis must provide a complete copy of the military records at first request by a veteran
  - MPRMWG chair working closely with the Defense Privacy Board and Services and awaiting NPRC response

▶ Next Steps

- Address and resolve issues related to the military human resources records life cycle management as needed

- Formal coordination of DoDD and DoDI

▶ Issues: None

▸ Status

– The Service Treatment Record (STR) and Non-Service Treatment Record (NSTR) Management DoDD has been staffed and is currently in formal coordination

– The STR and NSTR Management DoDI has been developed and is currently being prepared for staffing internally

– At the February 21, 2008 MRWG meeting, attendees:

  • Developed a draft DoD VA Memorandum of Agreement (MOA) to govern transfer of STR from DoD to VA

  • Addressed STR disposition issues related to schedule, retention, value and use

▸ Next Steps

– Next monthly meeting is scheduled for April 24, 2008

– Finalize draft MOA and STR disposition schedule

▸ Issues: Ownership of the STR

▸ Status

– The DLWG is performing gap analysis to identify functional gaps between major distance learning systems performed by each system and the functionality gaps or differences between the systems.

  • Service survey results were received from Working Group members in mid-December.

  • Working Group currently verifying Service system functions and have identified approximately 26 different categories of functionality.

▸ Next Steps

– Teleconference scheduled for March 20, 2008, to discuss findings

– Data Analysis/Writing of Report – February -- April 2008

– Review of Draft Report - May 2008

– Final Report to HRM COI - NLT 30 June 08

▸ Issues: None

Department of Defense
Human Resources Management

Information Assurance

Workforce Management

HRM COI
IA Workforce Management Program
March 25, 2008

Create an IA Empowered Workforce

Business Strategy

A sustained IA professional workforce with the knowledge, skills and tools to effectively prevent, deter, and respond to threats against DOD information, information systems, and information infrastructures, *AND* the ability to put the right people with the right skills in the right place at the right time

➢ Local commanders understand the Importance of IA training
➢ IA billets are identified and occupied by trained personnel reflecting the commitment from top leadership
➢ Personnel performing IA functions are trained and certified
➢ Training funds are available to enable personnel to maintain currency of their IA skills

The Business Requirement

DoD must capture and share IA workforce management data required to effectively manage its IA Workforce (WF)

The DoD FISMA Reports IA WF has changed by over 30,000 in 2 years. DoD IG must be able verify FISMA data at the organizational, reporting unit level.

Positions	**People**	**Qualifications**
DoD must provide verifiable and consistent IA WIP position data	DoD must accurately and consistently, identify the people **filling** those IA positions	DoD must accurately and consistently identify the qualifications of people filling IA positions

The business requirement	An IAM, OPR PoC, and/or DoD does must have visibility into verifiable data on all IA positions and the qualifications of personnel filling them using the categories and levels of the IA WIP
How it works today	IA WIP data is either collected manually or in stovepiped databases with limited sharing of data across the DoD or with Commercial partners
Proposed solution	Updating existing M & P DBs to capture required data. Share required data with DMDC, J-Maps and Com Partners. Provide required baseline WFM integrated data to IAMs, OPR POCs, DoD, FISMA.

Benefits of Certification to Organizations

➢ Provides a baseline of tested knowledge/skills (validated minimal level of knowledge in the functions required for a specific job) upon which to build organizational-specific training

➢ National/international in scope, including training availability

➢ Leverage vice create processes

➢ Leverage vice maintain content (currency, relevance)

➢ Standards can be met by others (e.g., across government, among allies & coalitions, between businesses/industry)

➢ Independent 3rd party review of processes, procedures

➢ Cost pro-rated based on use

➢ Addresses validation issues (EEO/Legal)

➢ Addresses individual privacy concerns

➢ Provides tool for attracting/retaining the best and brightest

➢ Creates a "critical mass" of expertise to make a difference in overall security posture

Policy

DoDD 8570.1 (signed 15 Aug 04)	DoD 8570.1M (signed 19 Dec 05)
IA Training, Certification and Workforce Mgmt	**IA Workforce Improvement Program**

- Identify, train and certify privileged users & IA managers to DoD baseline requirement - Assign position specialty code/skill identifiers to personnel with privileged access; track key data in Component personnel/manpower databases of record - Identify positions in manpower databases - Record, track contractors IA certification status in DEERS - Require IA in all levels of professional military education - Applies to civilian, military, local national, contractor; full time or "as assigned"; regardless of series	- Defines IA workforce categories, levels, and functions - Mandates use of commercial certifications to validate DoD baseline knowledge and skills - Requires certifications be accredited under ISO/IEC 17024 - Requires continuous learning or re-test necessary to maintain certification status - Specifies reporting requirements - Establishes IA Workforce Improvement Program Council - Use "INFOSEC" as parenthetical designation (Position Specialty Code)

IA WIP: Objectives and Impact

Certify the Workforce
- Improved IA posture
- Foundation of a professional IA workforce
- Mechanism to rapidly "raise the bar" on IA skills

Manage the Workforce
- Ability to place trained/capable personnel in IA jobs
- Basis for defining standard IA personnel requirements

Sustain the Workforce
- Elevate priority of IA for training dollars
- Enable personnel to hone IA skills, keep current with latest technology, threats and vulnerabilities, tools and techniques

Extend the Discipline
- Leaders at all levels who understand the impact of IA on mission accomplishment
- A model for Allies and coalition partners
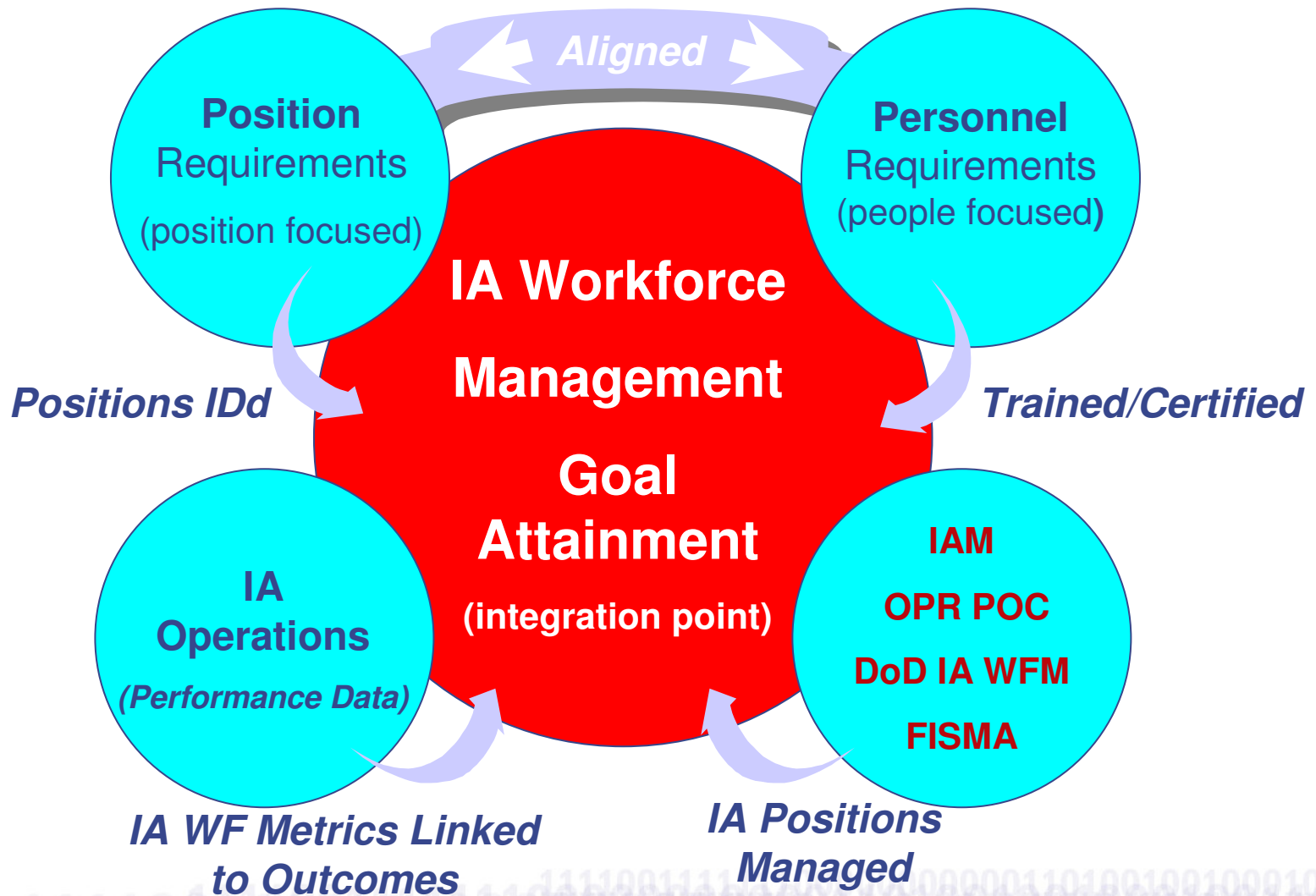- IA literacy for other critical workforces (e.g., acquisition)

"Technical certifications are part of our personnel development and are considered…investment in our employees" (private sector best practice)

CIO/NII
Enabling Net-Centric Operations

IA WFM DI
Program Relationships

Aligned

Position Requirements (position focused)

Personnel Requirements (people focused)

IA Workforce Management Goal Attainment (integration point)

Positions IDd

Trained/Certified

IA Operations (Performance Data)

IAM

OPR POC

DoD IA WFM

FISMA

IA WF Metrics Linked to Outcomes

IA Positions Managed

DoD CIO/DIAP Responsibilities

➤ Establish DoD policy and procedures
- Publish DoD directive (policy)
- Procedures to execute the policy (manual)
- Update and expand policy and procedures

➤ Coordinate with USD P&R to provide workforce management support

➤ Coordinate with AT&L to provide legal contractor language in the DFARS

- Approved; published in Federal Register Jan 10, 2008

➤ Establish and collect metrics to monitor and validate compliance

➤ Coordinate with approved certification providers

DoD CIO/DIAP Responsibilities

➢ Establish and run the IA Workforce Advisory Council and its committees

➢ Develop, coordinate, and publish baseline certification requirements

➢ Coordinate/support implementation and sustainment requirements including IA WF specific training (VIA DISA)

➢ Review, monitor, validate Component compliance

➢ Prioritize and support development of enterprise IA awareness and WF training

➢ Provide IA workforce management oversight and coordination

USD P&R Responsibilities

➢ Establish oversight for approval and coordination of certification development and implementation

➢ Require that personnel and manpower databases under USD (P&R) authority capture and report requirements for IA training and certification.

➢ Require Heads of DoD Components to determine requirements for privileged users and IA Managers based on operational mission support and force structure

Implementing Memoranda

➤ ASD NII/DoD CIO memorandum dated May 1, 2006

  ▸ IA WIP Initial Actions

  ▸ Request for DoD Component IA implementation actions initial status

➤ USD P&R memorandum dated January 8, 2007

  ▸ Reiterates importance of IA Workforce program and requirements

  ▸ Requires HR POC to work with IA POC to implement the program

DCPDS Update

➢ Civilian Personnel Management System (CPMS) memorandum dated June 4, 2007

  ▸ Requires all DoD personnel performing IA functions to be appropriately identified in DoD manpower databases by category and level

  ▸ DCPDS data fields have been added to capture the information for DoD civilians

Data Collection

- ➢ P&R follow up memorandum planned for April, 2008
  - ▸ Importance of ensuring data systems contain most current certification information
    - – Both positions and personnel
  - ▸ Emphasizing the importance and necessity of HR working with and supporting the IA community

IA and HR Coordination

➤ The key to successful workforce management is effective coordination/collaboration between IA Workforce Managers and their HR Counterpart Managers

  ▶ Requirement for IA workforce tracking and reporting

  ▶ Appropriately designated positions

  ▶ Training and certification appropriate to the position responsibilities

IA Training, Certification & Workforce Mgmt Reporting and Metrics

IA WF Reporting Requirements

➢ Components annually report the status of their IA Workforce:

▸ Metrics on personnel performing IA functions

▸ Recruitment, retention, training, and impact on IA operations

▸ Lessons learned

➢ The Components shall provide both quantitative and qualitative information

➢ Combined at DoD level to develop comprehensive picture of the workforce status and operational effectiveness

➢ Components' IA workforce status data to be included in the IA annual report
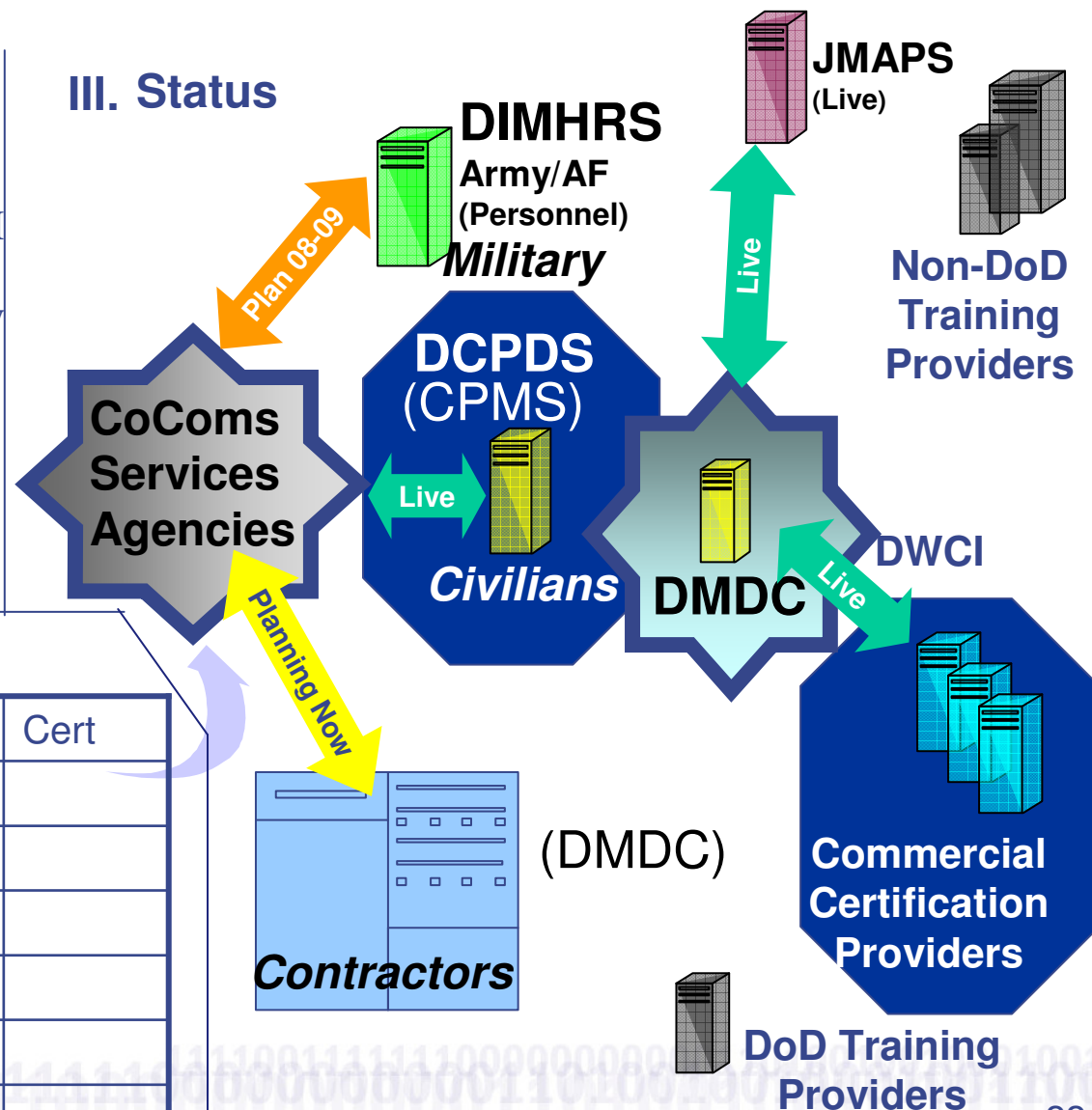
Workforce Management Information Sharing Plan

I. Data Policy
- **FISMA**
- **DoD 8570.1 & .01-M**
- **DMDC drafted input for** <u>DoDI 1336.5</u> **& 7730.64 (ACCDPS/RCCPDS)**
- **Supports DoD's IA WFM per the below table**
- **These documents identify the data elements Components must provide to DMDC**
- <u>**Does not limit other data Components want/need**</u>

III. Status

DIMHRS
Army/AF
(Personnel)
Military

JMAPS
(Live)

Non-DoD Training Providers

Plan 08-09

CoComs Services Agencies

DCPDS (CPMS)

Live

Civilians

DMDC

Live

DWCI

Planning Now

(DMDC)

Contractors

Commercial Certification Providers

DoD Training Providers

II.   Metrics

	Billets	People	Cert
IAT-I			
IAT-II			
IAT-III			
IAM-I			
IAM-II			
IAM-III			

CIO/NII Enabling Net-Centric Operations

Current Challenges

➢ Data collection compliance

➢ Entering data into the DBs of record

➢ Coordination between IA and HR Counterparts

➢ Program assessments

➢ Implementation timelines

▸ Per the requirements in 8570.01-M

CIO/NII
Enabling Net-Centric Operations

Questions?

Department of Defense
Human Resources Management

Defense Integrated Military Human Resource System (DIMHRS)
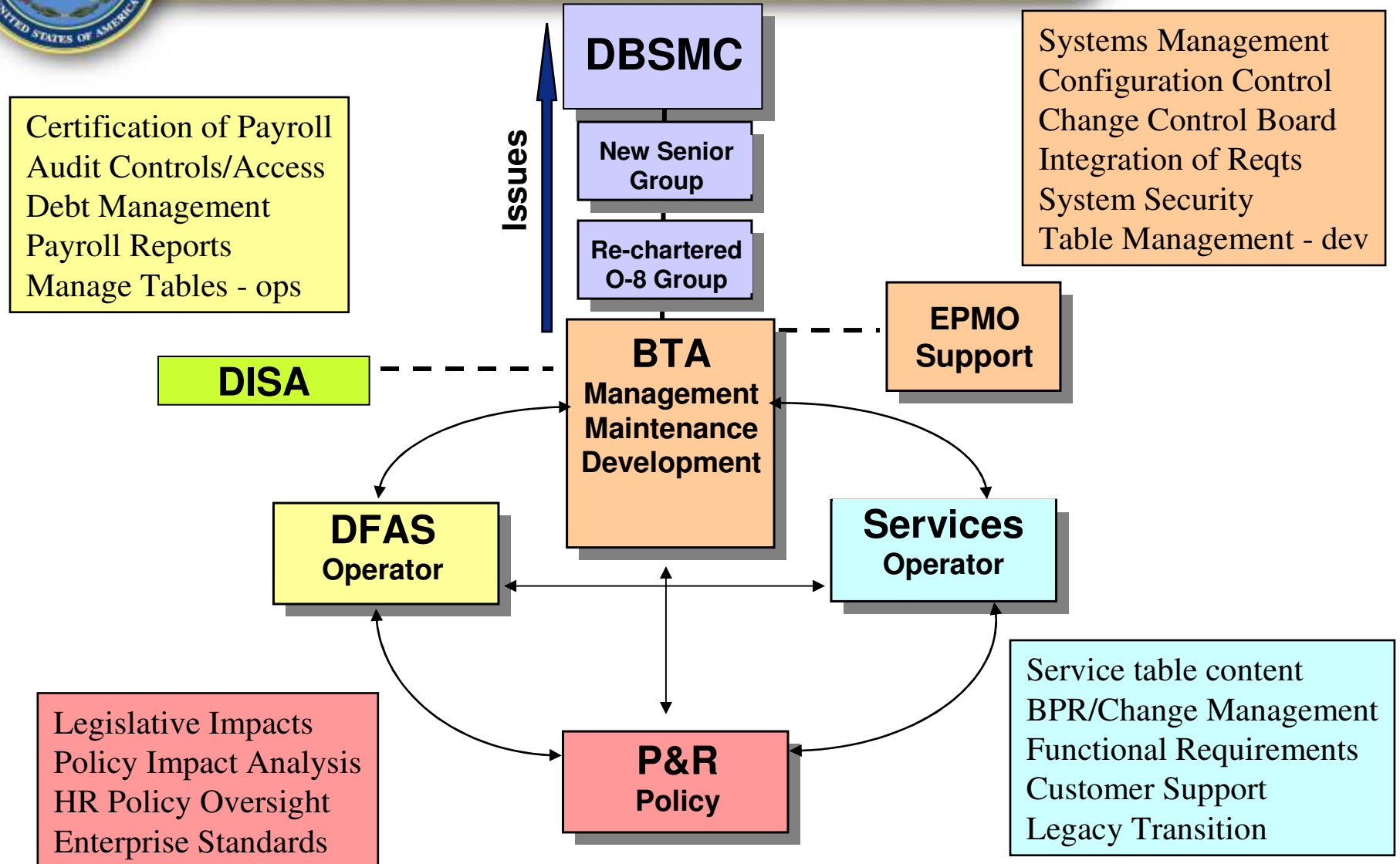
Business Operations

DIMHRS Business Operations

▶ DoD's Personnel/Pay business operations must change with DIMHRS deployment

- – Some currently manual functions will be done by software
- – Some currently distributed functions must be centralized
- – Some currently independent functions must be synchronized

▶ Must determine "HOW" to function from System Acceptance Test (SAT) through Army and Air Force implementation

- – Small steps to promote learning and constructive feedback
- – Must avoid negative impacts to development or schedule
- – Final full operating capability (FOC)* solution will build on lessons learned

▶ Senior Leadership group developed approach

- – Approach leverages existing roles and governance
- – Approach is endorsed by all stakeholders (Comptroller, P&R, BTA, DFAS, Services)

*FOC = All Services using DIMHRS

Integrated Operations and Management

DBSMC

New Senior Group

Re-chartered O-8 Group

BTA
Management
Maintenance
Development

Issues

Certification of Payroll
Audit Controls/Access
Debt Management
Payroll Reports
Manage Tables - ops

Systems Management
Configuration Control
Change Control Board
Integration of Reqts
System Security
Table Management - dev

DISA

EPMO Support

DFAS Operator

Services Operator

P&R Policy

Legislative Impacts
Policy Impact Analysis
HR Policy Oversight
Enterprise Standards

Service table content
BPR/Change Management
Functional Requirements
Customer Support
Legacy Transition

Outstanding Issues

▸ Currently 40 Items to be addressed

  – DFAS, BTA, P&R and Services are Leads

  – Processes will be tested between SAT and deployment – adjustments if necessary

▸ O-8 Charter revised and establishment of New Senior Group (O-9/10 Level) to ensure adequate operations issue resolution process is in process

▶ Policy impact operations example

- Legislation or Policy requires that we track a new factor related to separation - - e.g., be able to identify wounded warriors from among those separated for medical reasons

- P&R would work with the Services to define terms (e.g., 'wounded warrior' or 'severely WII') and develop new requirement for separation code(s)

- Services may want to shred code further, but their codes would have to directly map to the enterprise standard

- P&R would set standard and review any Service specific shreds to ensure they mapped

- Operator would update appropriate tables

▶ Functional operations example

- Payroll must be executed on pay dates

- Operator must verify that records are 'pay ready'

- After verification, operator must 'push button' that executes payroll

Department of Defense
Human Resources Management

Defense Personnel Records Information
Retrieval System (DPRIS) and Military
Human Resource Records Management

Personnel and Readiness Information Management (P&R IM)

DPRIS

Defense Personnel Records
Information Retrieval System

March 25, 2008

DPRIS Briefing

for the

HRM COI

DPRIS Briefing Overview

- What is DPRIS?

- Why DPRIS?

- History of DPRIS

- Benefits of DPRIS

- Current Status of DPRIS

- Future of DPRIS

- Questions?

What is DPRIS?

The Defense Personnel Records Information Retrieval System (DPRIS) is:

A secure website portal that gives authorized government users access to Military Retirees and Veterans' Official Military Personnel File (OMPF) information from each of the Service-specific OMPF imaging systems, and Post Traumatic Stress Disorder and Agent Orange incident information from the Joint Services Records Research Center.
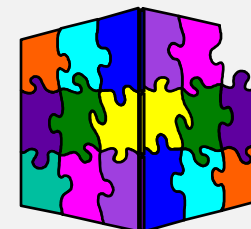
DPRIS
Defense Personnel Records
Information Retrieval System

Why DPRIS?

Many Federal, State, and Local Government Agencies need OMPF information

- They contact the Services directly – mostly via USPS or Walk-ins

- Often a very long turn-around – days / weeks / months / years

- The burden of record research servicing placed on the Services

The DPRIS Solution…

- Is a single gateway

- Incorporates security through information assurance and authentication

- Provides a simplified and standardized information request process

- Brings consistency in the retrieval of information

- Has turn-around times that are 48 hours or faster (near real-time)

- Shifts the research burden to Agency user
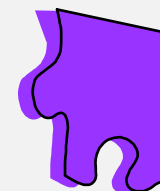
History of DPRIS

- 1997 – 2001 JPRIG Discussion / Studies / Initial Development

- 2002 – Initial Operational Capability (USA, USN, USMC, and VA Regional Offices (VAROs)

- 2002 – Incorporation of JSRRC Interface (after IOC)

- 2004 – Initial Authority To Operate (updated in 2006 and 2007)

- 2005 – Incorporation of AF Interface

- 2006 – DPRIS Web Initial Operational Capability

- 2007 – VARO Trial Transition to DPRIS Web (four full VAROs)

- 2008 – New Agency Access via DPRIS Web

Benefits of DPRIS
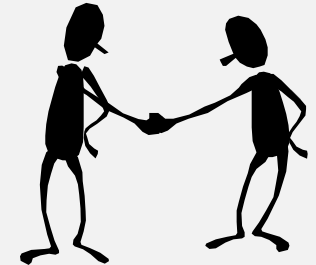
- **SECURITY**
  DPRIS is a secure web site that only authorized government users can access.

- **ACCESS TO SERVICE's OMPFs**
  DPRIS provides access to all Service-specific OMPF digital imaging systems from a single portal. This eliminates multiple system-to-system interfaces.

- **RESPONSIVENESS**
  DPRIS enables most to be processed in near real-time.

- **STANDARD REQUEST FORMAT**
  DPRIS simplifies the request process by providing a functionally-oriented, standard request format across all Service systems, regardless of the specific Service business process requirements.

Benefits of DPRIS (Continued)

- **NEED TO KNOW ACCESS**
  DPRIS offers a controlled level of access. Users can request specific parts of a record, versus having to always request a complete record. This supports the privacy "need to know" guidance.

- **COST AVOIDANCE**
  Services are now digitizing records in their OMPF repositories, and are no longer retiring them to NPRC. DPRIS provides access to the OMPF repository records at no cost to the user or Service.

- **CONSISTENCY OF RESPONSE**
  DPRIS ensures that agency users get the same information for every type of request.

# Current Status of DPRIS

- Requests Received for Agency Access:
  - Department of Veterans Affairs (VA) *
    - ✓ Veterans Benefits Administration (VBA) *
    - ✓ Veterans Health Administration (VHA), Health Eligibility Center *
    - ✓ Office of the Inspector General (OIG)
    - ✓ All Veteran Affairs Regional Offices (VAROs) *
  - National Personnel Records Center (NPRC), Army only *
  - Office of Personnel Management (OPM), FISD & RSMG *
  - Joint Services Records Research Center (JSRRC) *
  - Defense Finance and Accounting Service (DFAS)
  - Department of Labor (DoL)
  - Department of Homeland Security (DHS), U.S. Border Patrol

  * These organizations have a Memorandum of Agreement in place with P&R IM

DPRIS requests are going up

- More DPRIS users
- More records to access

Image Requests per Year
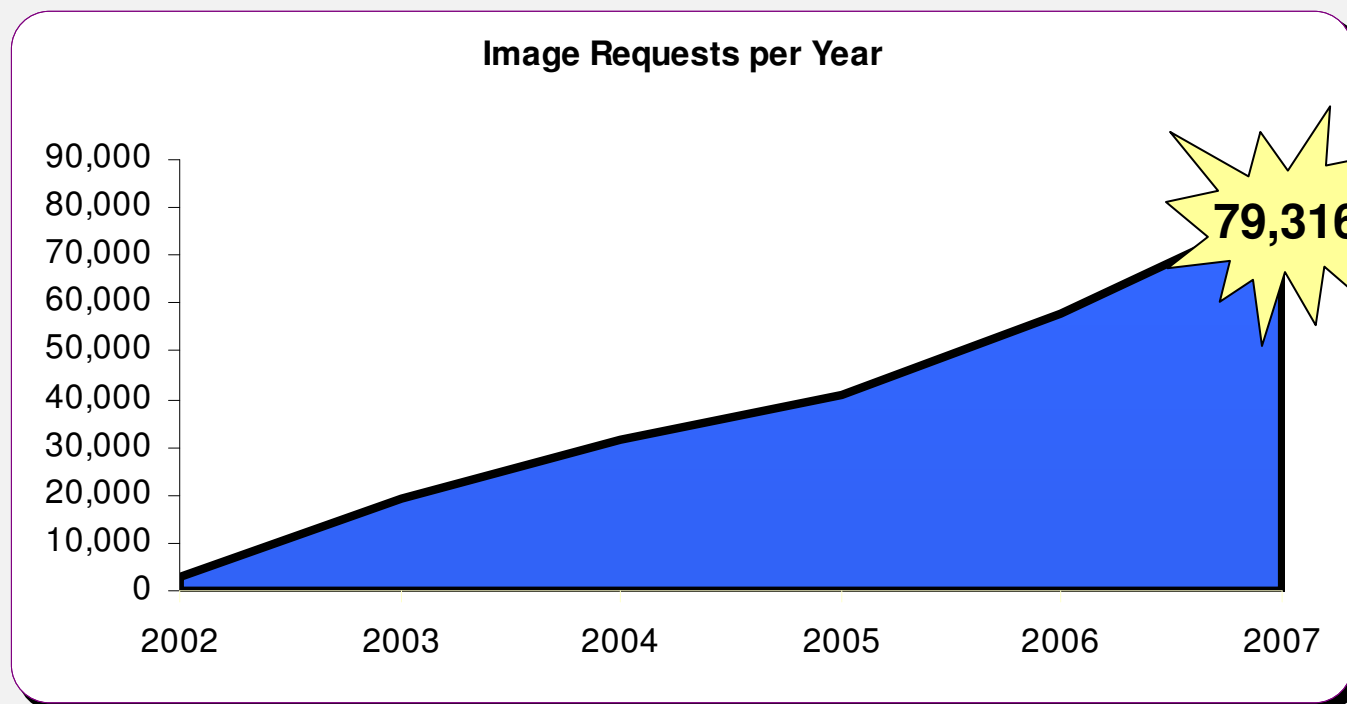
DPRIS Projected Processing Volume

Agency-Specified Projected Request Volume Estimates for FY 2009			
Status	**Agencies**	**Monthly Agency-Specified Volume**	**Annual Agency-Specified Volume**
Approved	VAROs	7,000	84,000
	NPRC	4,000	48,000
	VHA HEC	9,000	108,000
	OPM FISD	16,000	192,000
	OPM RSMG	3,600	43,200
	JSRRC	6,000	72,000
	VA OIG	2,600	31,200
	Subtotal	**48,200**	**578,400**
Pending	DFAS	5,400	64,800
	DHS C&BP	1,000	12,000
	DOL VE&T	12,000	144,000
	Subtotal	**18,400**	**220,800**
	Overall Total	**66,600**	**799,200**

799,200!

DPRIS Potential Expansion

- Additional Repository Interfaces

  ➢ Defense Management Data Center (DMDC) Authentication Data Repository (ADR) Web Services (Dischargee / Separatee) Authentication

  ➢ DMDC Data Request / Response (Initially DD-214 & entitlement for VA Death Benefits Data)

  ➢ US Coast Guard OMPF Requirements Management System (RMS)

- Additional Government Agencies (TBD)
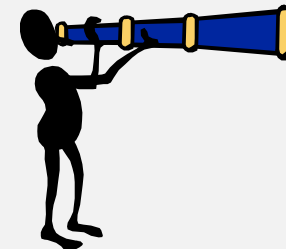
Questions ?

▶ Open discussion

▶ Future agenda items

 – Department of Defense Information Technology Portfolio Repository (DITPR)

 – HRM COI Charter Revision Discussion

 – Follow-up on Regional Proficiency Functional Requirements

 – DTS System Demonstration

 – DLWG Report (June 2008)

▶ Next meeting:

 – May 20, 2008